GENERAL INFORMATION
INSTALLATION - MAINTENANCE - DISMANTLING
AND EXHIBIT SPACE REGULATIONS

EXHIBIT MANAGEMENT – The Education Market Association will have an office and supervisors on the exhibit floor during installation, dismantle and all exhibit hours. All questions before move-in regarding rules, regulations, policy matters, and services for the Tradeshow should be addressed to them at exhibits@ed-spaces.com.

VENUE – Unless otherwise specified, all EDspaces official events, meetings, and exhibits will be at the New Orleans Ernest N. Morial Convention Center, 900 Convention Center Blvd, New Orleans, LA 70130.

SMOKING - Smoking is prohibited in the convention center.

CHILDREN – Children under the age of 13 are not permitted on the exhibit floor at any time. Infants and toddlers are permitted during exhibit hours only, but must be carried or in strollers at all times. A liability waiver, available at the EDmarket Registration Desk, must be signed by parents of infants and toddlers attending the show.

INCLUDED IN COST OF EXHIBIT SPACE -

- Booth equipment as described below
- Standard 7"x44" identification sign
- Plum Aisle carpet
- Sweeping and cleaning of aisles
- General security
- General decorations
- General lighting

BOOTH EQUIPMENT AND GENERAL DECORATIONS - Standard booth equipment is furnished to each Linear Booth Exhibitor (not Island Spaces), and consists of 8' high green and gold drapery backgrounds and 36" high gold side dividers. A standard identification sign, 7"x44", is furnished with the booth equipment, showing company name and booth number.

EXHIBIT SHIPMENTS - Shipping labels are included in the Freeman Online Service Manual (see tab "Shipping Instructions & Exhibit Material Handling) as well as under the "Quick Facts and Shipping on the EDspaces Exhibitor Service Manual Webpage; Shipping Instructions and Material Handling Rates are also included. Do not send advance exhibit shipments or packages to the Convention Center; they have no facilities to receive nor deliver them to your booth. Shipments to the Convention Center will be the Exhibitor's responsibility.

Exhibitor small parcel shipments by carriers not giving delivery receipts or freight bills, such as UPS and U.S. Postal Service, will be accepted by Freeman and delivered to your booth with no guarantee of piece count or condition, and no liability whatsoever will attach to Freeman for those shipments. Freeman does have a small parcel package, so be sure to check the material handling information. Otherwise, there can be a cost savings to you by sending those shipments to yourself at your hotel marked, "Hold for Arrival". You may be able to eliminate expensive minimum charges by carrying those pieces from your hotel to the booth. ***But always verify with your confirmed hotel about any charges they may have for the acceptance and holding of packages.***

FLOOR COVERING – Every exhibit space is required to have floor covering. If there is no floor covering by 4:00PM Tuesday Show Management reserves the right to have floor covering installed at exhibitors expense and liability.

EXHIBIT HOURS -

Wednesday, October 28	11:30 AM – 5:30 PM
Thursday, October 29	11:30 AM – 5:30 PM
Friday, October 30	8:00 AM – 11:00 AM

(In-Booth Sales Meetings can be held from 8 AM – 11:30 AM on both Wednesday and Thursday)

EXHIBITOR SOCIAL HOUR –

Wednesday, October 28	4:00 – 5:30 PM
Thursday, October 29	4:00 – 5:30 PM

Exhibitors can host "happy hour" in their booth for the last hour of exhibits on both Wednesday and Thursday. Please be familiar with the Exhibitor Social Hour Rules and Regulations as defined on the form. All alcohol will be removed from the booth at 5:30 PM each day.

EXHIBITOR SCHEDULE OF HOURS FOR SHOW DAYS - Properly badged Exhibitor Personnel may enter the exhibit area at 7:30 AM on Wednesday, Thursday, and Friday. The exhibit area will remain open one hour after the exhibits close, except for the final closing.

Advance written permission is required to be in the exhibit area before or after these scheduled hours for whatever purpose. The names of the Exhibitor Personnel entering early must be listed on the Early Admittance form available at the Show Management office and given to Security at the door. **Exhibitors must remain within their booth during this time or they will be escorted from the exhibit area until the scheduled hours.** Press, Dealers, and other non-Exhibitor personnel are not allowed in the exhibit area except during regular Tradeshow hours -- no exceptions.

IN-BOOTH SALES MEETINGS - Exhibitors are highly encouraged to have a sales meeting in their booth during non-exhibit hours with the product on display, and may do so by completing **IN ADVANCE** the In-Booth Sales Meeting Reservation Form.

Please note that the exhibit hall is not open during the Sales Meeting time. All invitees and Exhibitor personnel must be registered, badged, and follow all regulations. These regulations are necessary to protect the rights and booth content of all Exhibitors. In-Booth sales meetings may be conducted any time during the following non-exhibit hours:

Wednesday, October 28:	8:00 AM – 11:30 AM
Thursday, October 29:	8:00 AM – 11:30 AM

Aisle carpeting maintenance, including aisle vacuuming, will be completed prior to 8 AM each morning and no machinery from the general contractor will be allowed to operate, unless in an emergency situation. ***Please be advised that there will be some last minute touch-up work being done by other Exhibitors on all mornings***, as not all exhibitors take advantage of these meetings. Show Management will try to minimize any distractions and/or noise during the In-Booth Sales Meetings hours, but all exhibitors do have access to the exhibit hall prior to exhibits opening each day.

OUTSIDE INDEPENDENT SERVICE CONTRACTORS - The names of any persons or firms, other than the designated official contractors, proposed for the performance of any services for the Exhibitor within the convention center, must be supplied to EDmarket for approval by October 1. Approval will not be granted if inconsistent with the commitments and obligations made by EDmarket in any contract with service contractors or the Convention Center. No outside independent contractor will be allowed on the show floor before 8 AM Monday, October 26th.

EDmarket must have proof of insurance for all independent contractors. Independent contractors without an original insurance certificate on file prior to October 1, will be prohibited from working on the exhibit floor. These regulations are listed in the "Area Work Rules, Independent Contractors" section of this manual.

EXHIBIT INSTALLATION - Exhibits may be set up from 8 AM to 5 PM, Monday & Tuesday. No setup is allowed on Wednesday morning as In-booth Sales Meetings begin at 8 AM on Wednesday. ***Plan your travel schedule to conform with the set-up days!*** Exhibitors will not be allowed in the exhibit area before that time except by advance arrangement. Be sure to read the EDspaces Exhibit Space Regulations which follow, particularly Sections 10 & 11, "Exhibit Construction/Arrangements" and "Use of Space" respectively. All displays must conform to these specifications.

Booth construction and arrangement should be checked against the floorplan to be certain display conforms to size of booth**. No special signs, booth construction, apparatus, lighting fixtures, etc. will be permitted above 8 ft. in height in Standard (linear) Booths,** and the maximum height along side rail dividers for the front 5 ft. of your booth (5 ft. in from the numbered aisle) cannot exceed 4 ft. in height. Note the Exhibit Planning Aids included with the Exhibit Rules and regulations, which show, in detail, how the exhibit space can be utilized. No interference with the light or space of other exhibitors will be allowed, nor will noisy or objectionable devices, such as flashing lights. Helium inflated balloons are prohibited. Bridging floor surfaces or roof structures across aisles is prohibited.

All boxes and crates must be emptied and skids removed from skidded material and/or equipment in sufficient time for them to be placed in storage by 1 PM on Tuesday. Boxes, crates, and skids not emptied by 1 PM will be placed in storage at the Exhibitor's expense; empty containers not labeled for storage will be discarded as trash. All booths must be completely installed by 5 PM, at which time the exhibit area will be closed until 7:30 AM Wednesday. Nothing may be stored behind booths, for that is a fire hazard and prohibited by the Fire Department.

Exhibitors finding it necessary to work beyond the scheduled set-up hours may do so by obtaining advance permission. Exhibitors working after the aisle carpeting has been installed and cleaned on Tuesday night, causing re-cleaning to be necessary, will be responsible for the cost of re-cleaning.

HANDLING EXHIBIT FREIGHT YOURSELF - - For the safety of personnel and exhibit material of others, neither personal nor company vehicles will be allowed in the building. An area will be provided for those unloading their exhibit material themselves, by hand, without the use of material handling equipment. ***Please note that dock space is limited at the New Orleans Convention Center and there can be longer than normal wait times for space to unload your vehicle.*** Vehicles must be totally unloaded immediately so they can be quickly removed to allow access by others. *An Exhibitor vehicle allowed in the dock area for self-unloading is defined as a car, personal van, small pickup truck, or a trailer not longer than 12 feet. All larger vehicles must be unloaded by Freeman.*

No material handling equipment will be loaned to you. You may not leave your vehicle at the freight door or dock to make multiple trips delivering exhibit material from your vehicle to the booth. During move-out, you must have all material at the dock or door before your vehicle will be allowed there, so that you can quickly load and remove your vehicle for the next person. EDmarket will provide security for these areas which will be controlled by first-come, first-served. Hotel bellman, porters, taxi drivers, etc. are not allowed on the exhibit floor at any time.

FREIGHT-FREE AISLES - Certain "exit access" aisles have been specified by the Fire Marshal as "freight free" for life/safety reasons. These aisles are not to be blocked with crates and cartons during set-up. These designated aisles will be marked on the exhibit floor.

BOOTH CANOPIES AND CEILINGS; ENCLOSED AREAS - Overhead surfaces, 100 square feet or larger, whether for display purposes or an Exhibitor's product in a normal operating position, must be equipped with the required smoke detector with audible alarm plus 4A:40BC fire extinguisher as specified in the Fire & Safety Regulations section which follows. Areas enclosed by four walls and ceilings must also include external venting. Please be familiar with all Fire and Life Safety Rules and Regulations so there are no surprises on-site.

FOOD/BEVERAGE DISPENSING - Exhibitors may not dispense food and/or beverages without written permission from the Convention Center and its exclusive provider of this service. Alcoholic beverages are not permitted in the exhibit booths except during the Exhibitor Social Hour. The address and telephone number of the food service supplier are shown on the list of Official Service Suppliers which follows in this section.

PHOTOGRAPHY/FILMING – Photography and/or filming of any display or product other than the exhibitor's own material is strictly prohibited without permission from Show Management and the firm whose booth is being photographed/filmed. Violation may result in the confiscation of the camera or other media and/or the violators removal from the exhibit hall and confiscation of badge.

CRATE REMOVAL, STORAGE AND RETURN - Crates, boxes and packaging materials must be removed from the exhibit floor no later than 1 PM Tuesday. They will be taken from the exhibit booths by Freeman personnel and stored during the Show. Empty cartons are returned only if they are labeled for storage. Storage tags are available from the Service Desk. Boxes, crates, and skids not emptied by 1:00 PM will be placed in storage at the Exhibitor's expense; empty containers not labeled for storage will be discarded as trash.

After the final closing of exhibits, crates will be returned after all of the aisle carpet is removed. Aisle carpet removal should be completed by NOON. Please remember, all crates cannot be returned immediately at the close of the Show; approximately four to six hours will be required for the complete process with some crates returned first and some last. All crates will be removed from the building.

EXHIBIT REMOVAL - Goods and materials used in any exhibit (except bona fide samples) shall not be removed from the exhibit area until the Tradeshow is officially closed. All displays must remain intact until the official close of the show. ***No exhibitor may begin dismantling, packing or move-out prior to the close of the show at 11:00 AM Friday, October 30.*** Any exception must have the approval of EDmarket. Early dismantling, packing or move-out will result in the loss of priority points for assignment, and may result in financial penalties.

At dismantle time, immediately pack all small items of value in unmarked cartons and have them properly labeled for the outbound shipment. Remove all samples that you want to retain to minimize pilferage of these products.

Exhibitors have from 11:00 AM to 8 PM on Friday and 8 AM to NOON on Saturday to dismantle and pack exhibits. Everything must be dismantled, packed, and ready for removal from the convention center by NOON on Saturday.

During dismantle, only badged Exhibitor and authorized contractor personnel are permitted to be on the exhibit floor. For security reasons the pickup and removal through the freight doors of your exhibit material from your booth by anyone other than your own badged employees or Freeman must have a standard Material Handling Agreement on file with Freeman authorizing a Third Party Removal.

Please see that each piece of your outbound shipment is properly labeled with complete shipping address, commodity description, and number of pieces making up the lot. Exhibitors must make all arrangements for pick-up and removal of their outbound shipments with Freeman at the Freight Service Desk. If you designate a carrier other than the official carrier, you must arrange for that carrier to pick up your freight, and you must specify that carrier on your outbound Bill of Lading/Material Handling Agreement. While making your arrangements, be sure to tell your carrier they must check in by 10 AM Saturday. ***If your designated carrier fails to check in by 10 AM Saturday, October 31st, Freeman is authorized to re-route that freight to another carrier.***

PROTECTION OF PROPERTY – Show Management will provide general perimeter security. Each exhibitor must make provisions for the safekeeping of his goods before the opening, during and after the closing of the show. No responsibility is assumed by Show Management or any of its contractors for merchandise lost or damaged. The exhibitor must insure goods at his own expense. Contact Show Management if you would like to hire security for your exhibit.

To stay within the character of EDspaces and to maintain reasonable exhibit hall security, any product sold or given away will not be allowed to be carried out of the exhibit area until after the final, official closing of the show. Prior to closing, nothing can be removed without written approval of Show Management.

CARE OF BUILDING AND EQUIPMENT - Exhibitors or their agents must not injure or deface the walls or floors of the building, the booths or the equipment of the booths. When such damage appears, the Exhibitor is liable to the owner of the property damaged. Electrical wiring must conform to National Electrical Code Safety Rules; decorating material must be incombustible or fireproof.

INSURANCE - While all care possible will be exercised by the EDmarket and its agents, you are responsible for insuring the safety of your personnel and exhibit materials from theft, damage, accident, fire and other such cause. Exhibitors who desire to carry insurance must do so at their own expense. The EDmarket will provide 24-hour security in the exhibit area as soon as the exhibit material is delivered. All property of Exhibitors is understood to remain in their Care, Custody and Control in transit to or from or within the confines of the exhibit hall.

LIABILITY - Neither the EDmarket, its agents, nor any member of the Planning Committee will be responsible for any injury, loss or damage that may occur to Exhibitors or their employees or property from any cause whatsoever. The Exhibitor, upon contracting for exhibit space, expressly releases EDmarket, its agents, and Committee from any and all claims for such loss, damage or injury.

RULES AND REGULATIONS - Exhibitors should read and be familiar with the EDspaces Exhibit Space Regulations and the Fire and Life Safety Regulations.

FIRE & LIFE SAFETY REGULATIONS

(Notice: Smoking is prohibited in the Convention Center at all times.)

Exhibitors must comply with the following Fire and Life Safety Codes:

1. All exits, and access and visibility to them, must be kept clear and unobstructed. No drapes or banners shall be hung in such a manner as to cover any exit signs.

2. Fire extinguishers, fire hoses, sprinkler closets, alarms and emergency phones must be visible and accessible at all times.

3. During installation and dismantle, "FREIGHT-FREE AISLES" must be maintained and kept clear at all times. Exhibit crates, boxes and cartons cannot be placed in these aisles. The purpose is for emergency access to fire alarms, fire hoses, fire extinguishers and life support equipment as quickly as possible.

4. All decorative and construction material must be of non-combustibles or flame-resistant/fire retardant materials or treated with a solution ot make the material flame-resistant.

5. All curtains, carpet, drapery and decorative materials must be non-combustible or flame-resistant/fire retardant materials. Any merchandise or material attached to drapes or table skirts must be on non-combustible or flame-resistant material.

6. Combustible materials, merchandise, signs, etc. shall not be attached to, hung on or from, or draped over booth equipment or tables and must be a minimum of 3 feet from any lighting.

7. No packing containers, wrapping materials, nor display materials may be stored under tables or behind booths; this material must be placed in storage.

8. All internal-combustion, engine-driven vehicles or equipment on display must have fuel filler caps locked or taped, and batteries disconnected with cables taped. No more than one-eighth tank, or 10 gallons of fuel, whichever is less, is allowed. Nothing may be stored beneath vehicles. The floorplan of display area must be submitted at least 21 days prior to move-in for the Fire Marshal's approval. One key to the vehicle must reamin in the booth at all times.

9. Use, display or storage of liquefied petroleum gas within the building is prohibited.

10. Compressed gas cylinders are prohibited, unless approved by Fire Marshal. Cylinders must be secured in an upright position.

11. Combustible or flammable liquids may not be used or brought into the building without Fire Marshal prior approval.

12. Use of two-wire extension cords is prohibited. Multiple outlets and electric cords must be grounded, may not exceed their listed amperage rating, and must be #14 minimum AWG copper wire.

13. Cube tap adapters are prohibited (Uniform Fire Code 85.107). Multi-plug adaptors must be UL approved and have built-in overload protection.

14. Electrical equipment must be installed, operated, and maintained in a manner that does not create a hazard to life or property.

15. All temporary electric wiring must be accessible and free from debris and storage materials. Hard- backed booths must be at least 9 inches away from the rear booth line; 18 inches between back-to-back hard walls.

16. Areas enclosed by solid walls and ceilings must be provided with approved smoke detectors with exterior alarms and class 4A:40BC fire extinguishers. No storage is allowed in these areas.

17. All empty cartons or crates must be labeled and removed for storage or they will be removed as trash.

18. Helium-filled balloons are not allowed at EDspaces.

19. The use of open flames, burning or smoke-emitting materials as part of an act, display or show is prohibited, unless approved by the Fire Marshal.

20. <u>EXHIBIT STRUCTURES</u>

A. All exhibit structures must be made of flame retardant materials treated to be non-flammable and all construction must meet Local, State, and Federally mandated codes.
B. Upper decks, ceilings, or canopied areas must be limited to dimensions which do not exceed 1000 sq. ft. in floor area and may not exceed the allowable height limitations for exhibit displays.
C. Upper decks, ceilings, or covered areas (includeing tents) over 100 sq. ft. requires a permit from the Fire Marshal.
D. Upper decks, ceilings, or covered areas (including tents) must be furnished with a 4A:40BC fire extinguisher and an acceptable UL approved smoke detector which emits an audible alarm outside of the enclosed, or covered area. Operation of smoke detectors must be verified after installation.
E. All multi-level or ceiling-covered exhibits, greater than 300 square feet, shall be protected by an automatic sprinkler system, as per NFPA 101.

21. <u>ENCLOSED AND TWO STORY EXHIBITS</u>

Enclosed and/or two-story exhibits are allowed if the Exhibitor receives a permit from the Fire Marshal and adheres to the following guidelines:

A. Enclosed areas of the booth (closets, offices, storage areas, etc.) are required to be equipped with functioning UL approved smoke detectors within the enclosed area that can be heard outside the enclosed area.
B. Multiple story booths must have a UL approved smoke detector on the ceiling of the first level. For every 100 net square feet of booth space covered by a second floor, a UL approved smoke detector and one Class 4A-40BC type fire extinguisher must be readily available in unobstructed view.

C. If any enclosed or multiple story booth is over 50 feet in length and holds more than 50 people, it must have at least two marked exits and at a minimum of 36" wide. An occupant load sign is required. Spiral stairways are not allowed. Regular stairways must be at least 36" wide and have a handrail.
D. The travel distance within any booth or exhibit enclosure to an exit access aisle may not be greater than 50 feet.
E. Multiple Story Booth plans must be submitted to the Fire Marshal's office for approval. The plans must specify maximum number of occupants and have a structural engineer's stamp certifying that the platform can bear the maximum occupant load.
F. Multiple story booths must contain at least two 5 pound fire extinguishers, ABC type (4A:40BC), with at least one fire extinguisher per floor.
G. The exhibitor shall comply in all respects with all applicable local fire and building codes and shall secure any and all local licenses or other approvals and submit them all to the Event Coordinator 60 days prior to the event.
H. Upper deck areas which are greater than 300 sq. ft., or which contain more than 9 persons, require at least two separate, remote means of egress a minimum of 36" wide. An occupant load sign is required. Spiral stairways are not allowed. Regular stairways must be at least 36" wide and have a handrail.
I. Upper deck rooms or other upper level areas may not have additional ceilings, roofs or covers installed for any purpose.
J. A fire watch might be required by the Fire Marshal.

22. Hazardous Materials:
    A. OSHA requires that all containers of hazardous materials be labeled with the identity of the hazardous material contained therein and appropriate hazard warning.
    B. All hazardous materials require Fire Marshal approval.
    C. Exhibitors displaying or using hazardous chemicals must have available a Material Safety Data Sheet (MSDS) in case of spill or leakage.

Questions about the above regulations, all documentation, and all requests for approvals and/or permits must be directed to New Orleans Ernest N. Morial Convention Center, Attention:

Nicole Newton
Services Coordinator
Exhibit Services
New Orleans Ernest N. Morial Convention Center
Phone: (504) 582-3036
Fax: (504) 582-3088
Email: nnewton@mccno.com

POLICY REGARDING OFFICIAL SERVICE CONTRACTORS AND REGULATIONS FOR EXHIBITOR APPOINTED INDEPENDENT CONTRACTORS TO INSTALL AND DISMANTLE DISPLAYS

Show Management, acting on behalf of all Exhibitors and in the best interest of the Tradeshow, has appointed an Official Service Contractor to perform and provide necessary services and equipment.

The Official Service Contractor is appointed to:

a. Insure the orderly and efficient installation and removal of the overall Tradeshow,
b. Assure the distribution of labor to all Exhibitors according to the need,
c. Provide sufficient labor to satisfy the requirements of Exhibitors, and for the Tradeshow itself,
d. See that the proper type and limits of insurance are in force, and
e. Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Contractor will provide all usual Tradeshow services, including labor. Exceptions are:

f. Supervision may be provided by the Exhibitor,
g. The Exhibitor may appoint an outside independent contractor for installation and dismantle only of the Exhibitor's display.

Exhibitors may employ the service of independent contractors to only install and dismantle their displays, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor, in writing, must notify EDmarket. of their intention to utilize an independent contractor no later than 30 days prior to the first move-in day, furnishing the name, address and telephone number of the firm. Letters as such from independent contractors are neither valid nor acceptable.
2. Only the one Exhibitor-named independent contractor's employees will be authorized on the show floor. Employees of third parties named or subcontracted by the Exhibitor-named independent contractor will not be authorized admittance on the show floor unless those employees are named and badged as specified in the following article.
3. The independent contractor must have all on-site employees wear, at all times, identification badges supplied by the independent contractor containing the independent contractor name, employee name and Exhibitor Company name, plus wear a second badge of EDmarket, if required.
4. The independent contractor must have all business licenses, permits and Workman's Compensation insurance required by the State and City governments and the Convention Center Management prior to commencing work, and shall provide EDmarket. with evidence of compliance.
5. The independent contractor must carry a minimum of $1,000,000 in Public Liability Insurance and shall provide EDmarket. with an original certificate of insurance showing the coverages and amounts, and naming the Education Market Association and the Convention Center as co-insured.
6. The independent contractor must follow the scheduled work time or pay any additional costs incurred because of extended work hours.
7. The independent contractor may not solicit business on the exhibit floor.
8. The independent contractors must confine their operations to the exhibit area of their clients. No service desks, storage areas or other work facilities will be located anywhere else in the building. The show aisles and public space are not part of the Exhibitor's booth space.
9. The independent contractor must comply with all labor agreements and practices and must not commit or allow to be committed by persons in their employment any acts that could lead to work stoppages, strikes or labor problems.
10. The exhibit floor, aisles, loading docks, service and storage areas will be under the control of the Official Service Contractor. The independent contractors must coordinate all of their activities with Education Market Association.
11. For services such as electrical, plumbing, telephone, floral, booth cleaning, and drayage, no contractor or supplier other than the Official Service Contractor/Supplier will be approved. This regulation is necessary because of licensing, insurance, and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and is to be used in their exhibit space.

RETURN TO Education Market Association By October 5, 2015

EDSPACES

EXHIBITOR AUTHORIZATION FORM FOR INDEPENDENT SERVICE CONTRACTORS

If an Exhibitor plans to use a firm for exhibit installation and/or dismantle other than the Official Labor Service Supplier, then the EXHIBITOR ONLY must complete and send this form to Education Market Association **no later than October 6, 2015**.

The Independent Contractor must send to EDmarket, by the above date, an original certificate of insurance with additional insurers to include: EDmarket, and the New Orleans Convention Center.

If this form or certificate of insurance is not received by the date above, the Independent Contractor will not be permitted access to the exhibit floor.

In no event may Exhibitors use any service supplier on the exhibit floor other than the Official for Freight Handling, Floral, Electrical, or Cleaning (vacuuming and shampooing of any carpet or floor covering).

Return to: **Michael Nercesian**
EDmarket
8380 Colesville Rd., Ste. 250
Silver Spring, MD 20910
Telephone (800) 395-5550, option 5; Fax (301) 495-7386
exhibits@ed-spaces.com

Exhibiting Company Information:

Company Name_____ Booth #_____

Exhibitor Contact (please print)_____ Phone ( )_____

Signature_____ Date_____

Education Market Association will only accept this form if it is signed by the Key Contact (THE EXHIBITOR).

Independent Service Contractor/Display House Information:

Independent Service Contractor/Display House_____

Type of Work to be Performed_____

Contractor Contact_____

Address_____

City_____State_____Zip_____

Phone # ( )_____ Fax # ( )_____

All Independent Service Contractors must wear the EDmarket-designated identification badge during installation and dismantle which will be available on-site. For those personnel servicing booths during the show, an exhibitor badge must be worn. The person(s) needing access during show hours must be registered.

ALL OF THE ABOVE INFORMATION MUST BE FILLED IN COMPLETELY IN ORDER TO BE ACCEPTED BY EDmarket. THE INDEPENDENT CONTRACTOR MUST HAVE AN ORIGINAL CERTIFICATE OF INSURANCE SENT TO EDUCATION MARKET ASSOCIATION BY October 5, 2015.